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# Applying for Vehicle Titles and License Plates:

## Guidelines for New Illinois Residents

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**George H. Ryan**  
**Secretary of State**

# ***Providing Services for New Residents***

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Welcome to Illinois. We are pleased that you have chosen the "Land of Lincoln" as your new home.

This brochure provides information to help you obtain an Illinois title and license plates for your vehicle. Please contact the Vehicle Services Department if you need further information regarding title and registration procedures.

The Secretary of State's office is the largest of its kind in the nation, offering a variety of services for Illinois citizens, including motor vehicle transactions, drivers licenses, state library and archival research, and investigations of securities fraud, among others.

Call toll-free (800) 252-8980 to find out about these and other Secretary of State services.

A handwritten signature in cursive script that reads "George H. Ryan".

George H. Ryan  
Secretary of State

title and registration. (See Sec. 3-402 of the *Illinois Vehicle Code*, the state law, for exceptions.) **New residents** have 30 days to apply for Illinois title and registration after establishing residence in this state, provided the vehicle is properly registered in another jurisdiction.

If a motorcycle or motor-driven cycle is not properly manufactured or equipped for general highway use as required by law, it is not eligible for registration but will be issued a distinctive certificate of title.

**TITLE ONLY REQUESTS:** A vehicle title, without registration, may be issued only if the vehicle will not be operated on public roads. An application for vehicle title (VSD-330) is required for this purpose and must be submitted with the proper fee.

## Mailing Information

Titles showing a lien are mailed to the lienholder while others must be mailed directly to the owner at the residence shown on the title, unless requested otherwise.

## Fees

- Title fee .....\$ 5

### ANNUAL LICENSE PLATE FEE FOR:

- Passenger car .....48
- B-truck .....48  
(gross weight 8,000 lbs. or less)
- Motorcycle .....30
- Small trailer .....14  
(gross weight 3,000 lbs. or less)

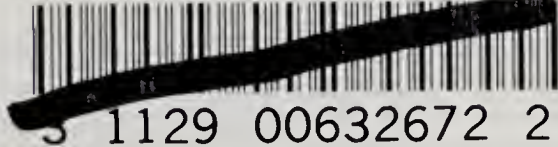
### VANITY LICENSE PLATES

(INITIAL FEE IN ADDITION TO  
FEE SHOWN ABOVE):

- Passenger car .....\$75
- B-Truck .....75
- Motorcycle .....40
- Recreational vehicle .....75
- Recreational trailer .....40
- Antique vehicle .....75

There is an annual fee of \$10 in addition to the regular renewal fee for vanity plates each year thereafter. Other registration fees vary according to the gross weight, special use of vehicle, business concern, etc. The fee instrument is to be made payable to the Secretary of State. Do not send cash.

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# Completing the Application

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Fill out an Application for Vehicle Title and Registration (form VSD-190). All items must be completed accurately for speedy processing. Documents must be provided to confirm this information.

1. Name and address of the owner.
2. The odometer reading (no tenths) as it appears on the vehicle odometer. Mark one of the three boxes: the odometer reading represents the actual number of miles the vehicle has been driven; the odometer reading does not represent the actual number of miles the vehicle has been driven; or the odometer has rolled over.
3. A description of the vehicle, including year, make, model, identifying number, body type, number of cylinders, date of purchase and whether new or used.
4. Names and addresses of any lienholders in the order of their priority.

If there is an outstanding loan and the title is being held by an out-of-state lienholder, a copy of either the title, Certificate of Origin, out-of-state registration, or Bill of Sale; *and* a copy of the loan agreement must be submitted in lieu of the title. You may call the Non-Uniform Title Office (217) 782-6983 or 524-1537 for further details if necessary.

5. **DOCUMENTS:** The application must be accompanied by a certificate of title issued by the other state, or other proof of ownership acceptable to the Illinois Secretary of State's office.

If there is an outstanding loan and the title is being held by an out-of-state lienholder, a copy of the loan agreement and other proof of ownership must be submitted in lieu of the title.

## ADDITIONAL DOCUMENTS:

Some registration categories require:

- Proof of financial responsibility
- Proof of vehicle inspection certification
- Proof of handicap status
- Proof of disabled veteran status
- Proof of ex-POW status
- Proof of Congressional Medal of Honor recipient status
- National Guard status
- Amateur radio number designation and license

APPLICATION FOR VEHICLE TITLE AND REGISTRATION

PLEASE TYPE OR PRINT CLEARLY

CHECK ONE: ☒ TITLE & PLATES, ☐ STENCIL ONLY, ☐ TRANSFER OF PLATES ONLY, ☐ PLATES ONLY, ☐ TITLE & TRANSFER OF PLATES, ☐ COMPACTED EXPLANTATION CARD ONLY, ☐ BUSINESS EXPLANTATION CARD ONLY

1. OWNER'S & DRIVER'S LICENSE NO: B344-5886-0855, 2. DATE OF BIRTH: 2/17/60, 3. SEX: M, 4. OWNER'S NAME: Mark T. Brown, 5. RESIDENT BUSINESS ADDRESS: 202 Vine Ave. Mill Lane IL 62754, 6. COUNTY: Henderson, 7. COUNTY CODE: 026, 8. VEHICLE IDENTIFICATION NUMBER: 2F5CTMC42T1134290, 9. BODY STYLE: 2 dr Cp, 10. YEAR: 89, 11. MAKE OF VEHICLE: Cher., 12. MODEL: Cavalier, 13. VEHICLE COLOR: Blk, 14. NO. CC: 1900, 15. GROSS WEIGHT: 3500, 16. YEAR OF PURCHASE: 1/91, 17. PURCHASE TYPE: NEW, 18. USED: X, 19. SURVIVOR TITLE NUMBER AND STATE OF ISSUANCE: T55431 MO, 20. PLATE TYPE REQUESTED: REG - TR, 21. EXPIRATION: 1/93, 22. FEE NUMBER BY ADDRESSEE: 22, 23. FIRST LEASER NAME AND ADDRESS: None, 24. SECOND LEASER NAME AND ADDRESS: None, 25. GROSS WEIGHT NO. CC: 1900, 26. DISPOSITION OF PREVIOUS VEHICLE: SOLD, 27. DATE OF DISPOSITION: / /, 28. OFFICE USE ONLY: 29. FROM WHOM DID YOU BUY: James Gregory, 30. ADDRESS: Hillview, MO, 31. ARE YOUR PLATES NOW SUSPENDED OR IN FOR LET: YES, 32. THE FOLLOWING MUST BE COMPLETED ON APPLICATIONS FOR TITLE TRANSFER OR REGISTRATION (see 2500.05): I have knowledge of the State Motor Carrier Safety Act and if applicable the Hazardous Materials Regulations, 33. SIGN HERE: Mark T. Brown, 34. AUDITOR'S USE ONLY: 35. SIGN IN NUMBER: 36. REMITTER AGENCY/DRIVERS FACILITY STAMP NAME HERE ONLY: 37. (X301019) 10/92 3 SAN

SALES TAX

A properly completed tax form, either RUT-25 (if purchased from a dealer) or RUT-50 (if purchased from an individual) and any applicable tax made payable to the Department of Revenue, must accompany your application to the Secretary of State's office. Vehicles registered in another jurisdiction for three months prior to moving to this state are exempt from Illinois tax, but a tax form must be completed showing exempt status. See actual tax forms for further explanation and contact the Illinois Department of Revenue if necessary - (800) 732-8866 (toll free in Illinois), or (217) 782-3336.

What Vehicles Must Be Titled and Registered

All vehicles used on Illinois public roads must have

## Where to Apply

Application may be made in person at:

- Most Secretary of State driver services facilities in Illinois
- Customer Service Centers in Springfield:
  - Howlett Building, Second and Edwards
  - 2701 S. Dirksen Parkway
- Any of the branch offices in Chicago:
  - 17 N. State
  - 5401 N. Elston
  - 9901 S. King Drive
  - 5301 W. Lexington

Application also may be mailed to:

Office of the Secretary of State  
Mail In Title Audit Section  
Second & Edwards  
Springfield, IL 62756

## Renewal Information

All vehicle registrations expire at the end of a month.

As a courtesy to motorists, the Vehicle Services Department mails out registration renewal applications prior to the expiration date. If you do not receive a renewal application, contact this office.

**Registrants are responsible for maintaining valid registration.**

Motorists may renew their registration:

- by mail,
- at the Customer Service Centers listed in this publication, or
- through financial institutions (**only** passenger car, B-truck, small trailer and motorcycle).

## Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

## For More Information

Toll-free (800) 252-8980  
Chicago (312) 793-1020